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PERSONNEL MATTERS

Report by the Secretariat

Summary

Brings to the attention of the Board the recommendations of the International Civil Service Commission (ICSC) approved by the United Nations General Assembly in resolution 49/223, sections III.C and D and the consequent amendments to schedules I and III and annex I to the staff regulations; also amendments introduced to appendices A, C and G to the staff rules. Calls for action by the Board concerning the membership to the UNIDO Staff Pension Committee, and brings to its attention General Assembly resolution 49/224 on pension matters. Reports on various aspects of the staff of the Secretariat.

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Introduction

1. The present document represents a consolidated text covering a range of personnel matters, combining information on: (a) system-wide developments and their implications for the UNIDO Secretariat; (b) the UNIDO Staff Pension Committee and developments concerning the United Nations Joint Staff Pension Board; (c) the status of women in the UNIDO Secretariat; and (d) matters related to recruitment and training of staff, referred to by the Industrial Development Board in its decision IDB.13/Dec.2.

I. MATTERS RELATED TO STAFF REGULATIONS AND RULES

A. Amendments to schedules I and III and annex I to the staff regulations

2. As provided in Article 11.5 of the Constitution of UNIDO, "The conditions of service of staff shall conform as far as possible to those of the United Nations common system." In accordance with that principle, regulation 13.3 of the Staff Regulations of UNIDO provides that the Director-General is authorized, within the budgetary level approved by the General Conference, to make appropriate amendments to the schedules and annexes to the staff regulations so as to bring them into conformity with any relevant decisions that may be taken by the General Assembly of the United Nations on the recommendation of the International Civil Service Commission (ICSC).

3. In section III.C of resolution 49/223, the General Assembly recalled section I.H, paragraph 1 of its resolution 44/198 of 21 December 1989, in which it approved the establishment of a floor net salary level by reference to the corresponding base net salary levels of officials in comparable positions serving at the base city of the comparator civil service (the United States of America federal civil service). The Assembly also recalled section II.C, paragraph 2, of its resolution 48/224, in which it requested ICSC to review and, if necessary, recommend revised rates of staff assessment consequential upon changes in the base/floor salary scale. Accordingly, the General Assembly approved, with effect from 1 March 1995, a revised scale of gross and net salaries for staff in the Professional and higher categories, through the consolidation of 4.1 multiplier points of post adjustment into the net base salary. In order to ensure that, on implementation of the revised scale, no increase or loss in net remuneration (base salary plus post adjustment) were incurred, consequential adjustments, on a no-loss no-gain formula, in the post adjustment indices and multipliers of all duty stations, including Vienna, were introduced by ICSC effective 1 March 1995.

4. In section III.D of the same resolution, the General Assembly approved, with effect from 1 January 1995, an increase of 10.26 per cent in the levels of the children's and the secondary dependant's allowances for

staff in the Professional and higher categories, and took note of the hard currency duty stations for which the allowances are specified in local currency, including Austria. Accordingly, in United States dollar terms the children's allowance was raised from $1,270 to $1,400 and the secondary dependant's allowance from $450 to $500 for eligible staff in the Professional and higher categories. In Austrian schillings the amounts were raised from AS 20,709 to AS 22,834 and from AS 7,650 to AS 8,435.

5. Pursuant to staff regulation 13.3, schedule I (salary scales for the Professional and higher categories), schedule III (staff assessment) and annex I (dependency allowances) to the UNIDO staff regulations have been amended as explained below.

Schedule I: Salary scales for the Professional and higher categories

6. The revised salary scales as approved by the General Assembly in resolution 49/223 are contained in annex I to the present document.

Schedule III: Staff assessment

7. In order to reflect the decision of the General Assembly, the table entitled "Assessment (continued)" in paragraph (i) has been replaced (see annex II to the present document).

Annex I: Dependency allowances

8. The full text of the amended annex to the staff regulations is contained in annex III to the present document. The changes are marked by underlining and deletions are shown in square brackets.

B. Amendments to appendices A, C and G to the staff rules

Appendix A to the staff rules

9. Staff regulation 6.5 (a) provides that "The Director-General shall fix the salary scales for staff in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of the International Civil Service Commission." Based on the approved ICSC methodology for an automatic interim adjustment of the salary scales, and in consultation with the other Vienna-based organizations, the Director-General implemented effective 1 April 1995, an interim salary adjustment of 2.74 per cent for staff in the General Service and related categories. The amendment of appendix A to the staff rules will be contained in Director-General's Bulletin UNIDO/DG/B/Staff Rules/1/Rev.1/Amend.10.

Appendix C to the staff rules

10. In accordance with the procedure approved by the General Assembly in its resolution 41/208 for adjusting the pensionable remuneration in between comprehensive reviews, and following the promulgation by ICSC of the revised scales of pensionable remuneration, appendix C to the staff rules has been amended to show the revised scales of pensionable remuneration for the Professional and higher categories, effective 1 November 1994. The amendment of appendix C to the staff rules is contained in Director-General's Bulletin UNIDO/DG/B/Staff Rules/1/Rev.1/Amend.8 of 22 December 1994.

Appendix G to the staff rules

11. Following consultations with the Staff Council, as called for in paragraph (c) of Board decision IDB.13/Dec.26 and in Article V of the staff regulations, the relevant parts of appendix G to the staff rules were amended. The amendments were made to reflect the revised lump sum option for home leave travel and to delete the former provision that excluded the use of fares based on fixed reservation dates.

12. The revised lump sum option for home leave travel is equivalent to 75 per cent of the cost of the full economy fare by the least costly, regularly scheduled air carrier on the most direct and economical route between the duty station and the closest airport to the established place of home leave. By introducing the full economy fare as the basis for the lump sum calculation, administrative procedures were simplified, which will result in additional savings on administrative costs. Further savings will accrue by the discontinuance of all additional payments for transportation, stopovers, terminal expenses, accompanied excess baggage, unaccompanied shipments and other incidental expenses for those staff members who opt for the lump sum arrangement. The revised lump sum option also ensures more equitable treatment of staff as full economy fares are available throughout the world, at the same time achieving consistency with other Vienna-based organizations. During the first quarter of 1995, which is not a high season for home leave travel, a total of 13 staff members requested home leave travel, of which nine chose the 75 per cent lump sum option.

13. Annex IV to the present document contains the relevant revised provisions of appendix G to the staff rules. The full text of the appendix is contained in document UNIDO/DG/B/Staff Rules/1/Rev.1/Amend.9 of 22 December 1994.

C. Financial implications

14. As stated in paragraph 2 above, the consolidation of post adjustment multiplier points into the net base

salary for staff in the Professional and higher categories was coupled with a corresponding downward adjustment in the post adjustment portion of remuneration, based on a no-loss no-gain formula. Therefore, no financial implications emanated from those adjustments.

15. The increase in dependency allowances for eligible staff in the Professional and higher categories, as stated in paragraph 3 above, will result in minimal financial implications which can be absorbed within the staff costs approved by the General Conference for the biennium.

16. The estimated financial costs of the 1995 interim adjustment for staff in the General Service and related categories at $1 = AS 12.90 are $599,000 for the regular budget and $132,000 for the operational budget. They can be absorbed within the appropriations already approved by the General Conference for the biennium.

II. PENSION MATTERS

A. Representation of the UNIDO governing body on the UNIDO Staff Pension Committee

17. The UNIDO Staff Pension Committee, established by the General Conference (GC.1/Dec.37), held three meetings in 1994 and one in the period January through April 1995.

18. The following representatives of the General Conference, who by decisions GC.5/Dec.12 and IDB.12/Dec.3 were elected for the biennium 1994-1995, presently hold office for a term ending 31 December 1995:

Members:	Mr. A. Aziria (Algeria) Mr. A. Hennessy (United Kingdom of Great Britain and Northern Ireland)
Alternate member:	Mr. S. Szivos (Hungary)

19. Mr. García Torres (Peru) had served the Committee as a member representing the General Conference until March 1995, when he resigned from that function. Thus, the post of one alternate member has become vacant. In that connection it will be recalled that the General Conference, in its decision GC.5/Dec.12, paragraph (c), authorized the Industrial Development Board to proceed with the election for any of the posts which might become vacant before the sixth session of the Conference.

20. The General Conference at its sixth session will be called upon to elect two members and two alternate members as its representatives for a two-year term of office ending 31 December 1997.

B. Actions taken by the forty-ninth session of the General Assembly

21. In resolution 49/224 of 23 December 1994, the General Assembly endorsed recommendations made by the forty-sixth session of the United Nations Joint Staff Pension Board as outlined in paragraph 18 of document IDB.13/18. In the same resolution, the General Assembly decided to admit to the Pension Fund the International Centre for Genetic Engineering and Biotechnology (ICGEB), which had fulfilled the conditions of the Assembly; ICGEB thus will become the seventeenth member organization of the Fund on 1 January 1996.

III. WOMEN IN THE SECRETARIAT

Progress report on the representation of women in the Professional category

22. The General Conference in its resolution GC.5/Res.19 recalled its decision GC.4/Dec.24 as well as Industrial Development Board decisions IDB.7/Dec.22 and IDB.8/Dec.18, calling for efforts to increase the representation of women in the Secretariat, particularly at the senior and decision-making levels, and to achieve to the extent possible, and within existing resources, targets for the overall representation in geographical posts by 1993 and 1995 of 25 and 30 per cent respectively. In the same resolution, the General Conference took note with appreciation of the Annual Report of the Director-General for 1992 in which progress towards the target of 25 per cent overall representation of women in the Secretariat was reported. However, the Conference noted that there had been no increase in women at the senior level and urged the Director-General to give special attention to the recruitment and promotion of women to reach the target set in decision IDB.7/Dec.22. The Conference further urged the Director-General to take steps to remedy the situation regarding representation of women at the senior level and appealed to Member States to encourage applications for vacancies from women and to nominate women candidates, particularly at the senior level.

23. As reported in the *Annual Report of UNIDO 1993* (IDB.12/2, chap.VII, para. 7), the upward trend of previous years in the representation of women in posts subject to geographical distribution continued until July 1993, when the target of 25 per cent set for the end of 1993 was exceeded. The trend, however, suffered a setback in the second part of 1993 through the significant slow-down in recruitment at that time. As can be seen from figure 1 (annex V to the present document), the overall proportion of women has remained constant since then, and on 30 April 1995 was 24.7 per cent.

24. *The Annual Report of UNIDO 1993* also indicated that women's representation at the senior Professional levels had been affected in the staff reduction programme, mainly through voluntary separations. Furthermore, in the report of the External Auditor for the biennium 1992-1993 (IDB.13/7), the disparity in ages between men and women at the P-5 level was highlighted. In an effort to address the issues affecting the representation of women at the senior Professional level, the Director-General decided to apply special measures by assigning more women to senior-level posts and by averaging the service of female Professional staff members at two levels in determining their seniority in grade for promotion purposes. As can be seen from figure 1 and table 1 (annex V to the present document), these measures have resulted in a significant increase in the proportion of women at the senior Professional level, rising from 7.1 per cent in 1993 to the current level of 13.6 per cent, which is near the target of 15 per cent for 1995. In addition, whereas the average age of men at the P-5 level as reported by the External Auditor has remained constant at 53 years, the average age of women at this level has decreased from 56 years of age in 1993 to 50 as of 1 April 1995.

25. While progress has been made in the representation of women at the senior Professional level, it is unlikely that UNIDO can reach the target of 30 per cent overall female representation at the Professional level by the end of 1995. As pointed out in document IDB.11/11, paragraph 177, progress towards the target of 30 per cent by 1995 would depend on such factors as the financial situation of the Organization to fill vacancies, and, with the cooperation of Member States, on the identification of appropriate women candidates.

26. Recruitment levels have varied considerably since the overall target of 30 per cent was set, and the fact that recruitment has not continued at the same pace has affected the ability of the Secretariat to reach this target. Furthermore, within the context of the restructuring of UNIDO, it was decided to update and re-focus the roster of candidates with a view to ensuring that the skills available on the roster reflected the new needs and priorities of UNIDO. This has resulted in a reduction in the number of candidates in the roster from 2,726 in April 1993, to 1,556 in April 1995. While the proportion of female candidates increased from 21.2 to 23.2 per cent during the same period, the absolute number of female candidates has decreased from 578 to 361. Table 3 (annex V) shows the number of candidates on the secretariat roster by gender as of 30 April 1995. That notwithstanding and given the varied recruitment levels described above, efforts to increase the number of women Professionals recruited have intensified. These have included requests to UNIDO Country Directors to identify women candidates from developing countries. Consideration is also being given to closer cooperation with the United Nations Development Programme in an effort to tap in on their experience in this area. Other alternatives will also be explored so that UNIDO recruitment procedures can become more proactive in identifying sources of female candidates.

27. The noticeable shift in the proportion of women from lower to middle Professional grades, as reported in document IDB.11/11, paragraph 179, has developed to encompass the senior Professional level, as can be seen from figure 2. Thus, while in April 1993 only 11.2 per cent of all Professional women were at the P-5 level or above, that proportion had increased to 20.8 per cent by April 1995. Correspondingly, the percentage of women in the lower Professional categories (below P-4) has further decreased from 51.7 to 46.8 per cent.

28. The workshops conducted under the management development programme aim at incorporating awareness-building of cultural diversity and gender issues into its training modules. Leadership styles and effective management workshops continue to examine how gender and culture affect management styles and relationships in the working environment. Women's participation in these workshops has been specifically encouraged. In 1994, the proportion of women participants attending various modules of the management development programme ranged from 32 to 58 per cent.

29. The membership of the Joint Advisory Committee Sub-Committee on Women, established in response to Industrial Development Board decision IDB.8/Dec.18, was renewed in 1994. In February 1995, Director-General's Bulletin UNIDO/DG/B.188 was issued, in which the Director-General drew attention to the recommendations of the Sub-Committee and to the established targets for the participation of women in Professional posts. The Bulletin emphasized that the incorporation of those recommendations into organizational policy reflected the commitment of management to improving the status of women in the Secretariat. It also emphasized that, within the context of managerial accountability, the status of women would be under constant review in order to appraise the effectiveness of the measures adopted.

30. The Administrative Committee on Coordination (ACC), at its session held in Vienna from 27 to 28 February 1995, discussed the need to improve the status of women in the secretariats of the United Nations system and adopted a policy statement on the subject. Annex VI to the present document contains the text of the ACC statement.

IV. OTHER MATTERS

31. The Board, in decision IDB.13/Dec.2 on organizational and staff structure, recalled in paragraph (e) that in any consideration of appointment for posts, *inter alia* those of Managing Directors, due regard should also be paid to the importance of recruiting staff on a wide and equitable geographical basis. In paragraph (h) of the same decision, the Board commended the Director-General on his efforts in the area of staff development and training and encouraged him to continue those efforts. In the interim period, efforts have continued with regard to the filling of posts on a wide and equitable geographical basis with regard to both managerial and lower level posts. From the last Board session held in November 1994 to date, of 12 recruitment cases against advertised vacancies, 6 were from under- or unrepresented countries. In order to meet the requirements of established priority programmes, efforts to identify candidates at the highest level of competence and integrity will continue while also satisfying geographical and gender requirements.

32. In the area of staff development and training, special emphasis is being placed on the upgrading of technical skills in support of the seven programmatic themes of the Organization (document IDB.14/13). In-house training in computer skills continues to be offered to all staff. Other technical in-house courses include quality assurance, project design and development, gender issues in industry, and environmental awareness and technology. Courses in other areas such as feasibility studies, statistical analysis and total quality management are arranged as required.

33. Within the context of technical skills upgrading, special arrangements are being developed to address individual requests for training requirements in highly technical areas.

34. In the area of management development, workshops are conducted in effective presentation skills, meetings management, how to address the public media and leadership skills for Professional staff, and in communication skills and office organization and efficiency for General Service staff. Training in team building is organized on a divisional and cross-organizational basis and performance appraisal workshops are available to staff at all levels.

35. General knowledge seminars continue to be conducted on UNIDO's main programmes, technological trends and special issues related to industrial development strategies.

36. The language training programme provides instruction in the six official United Nations languages and German to staff of UNIDO, the other United Nations office at Vienna and other organizations and Permanent Missions. In addition, workshops are conducted in specific work-related areas.

37. To support a coherent training scheme and the above-mentioned activities, an updated policy on learning and skills upgrading will be institutionalized. It will highlight the responsibilities of all parties to the learning process.

V. ACTION REQUIRED OF THE BOARD

38. The Board may wish to consider the adoption of the following draft decision:

"The Industrial Development Board:

"(a) Takes note of the information contained in the report by the Secretariat (IDB.14/8), in particular regarding resolutions 49/223, sections III.C and D, and 49/224 adopted by the United Nations General Assembly;

"(b) Notes the amendments made, in pursuance of staff regulation 13.3, to schedules I and III and annex I to the Staff Regulations of UNIDO in order to bring them into conformity with the decisions of the General Assembly set out in its resolution 49/223, sections III.C and D;

"(c) Also notes the amendments to appendices A, C and G to the Staff Rules of UNIDO as reflected in paragraphs 9 to 13 of document IDB.14/8;

"(d) Notes the information on women in the Secretariat contained in chapter III of document IDB.14/8."

39. The Board is invited to elect, in accordance with General Conference decision GC.5/Dec.12, one alternate member to fill the vacant post in the UNIDO Staff Pension Committee for the remainder of the 1994-1995 biennium. The Board is also invited to recommend to the General Conference at its sixth session candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee by the Conference for the 1996-1997 biennium. In order to maintain continuity, the Board may wish to recommend at least one person who has served previously on the Committee as member or alternate member.

Annex I

SCHEDULE I

SALARY SCALES FOR THE PROFESSIONAL AND HIGHER CATEGORIES SHOWING ANNUAL GROSS SALARIES AND THE NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT
(United States dollars)

Effective 1 March 1995

	STEPS														
LEVEL	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Assistant Secretary-General															
ASG Gross	131 617														
Net D	85 972														
Net S	77 763														
Director															
D-2 Gross	107 062	109 482	111 934	114 394	116 855	119 317									
Net D	71 946	73 349	74 752	76 154	77 558	78 961									
Net S	66 026	67 236	68 414	69 582	70 751	71 921									
Principal Officer															
D-1 Gross	94 299	96 371	98 442	100 510	102 581	104 653	106 724	108 795	110 880						
Net D	64 544	65 745	66 946	68 146	69 347	70 549	71 750	72 951	74 152						
Net S	59 645	60 680	61 716	62 750	63 786	64 821	65 857	66 893	67 913						
Senior Officer															
P-5 Gross	82 807	84 650	86 492	88 335	90 181	92 053	93 927	95 802	97 674	99 548	101 423	103 295	105 170		
Net D	57 806	58 893	59 981	61 068	62 155	63 241	64 328	65 415	66 501	67 588	68 675	69 761	70 848		
Net S	53 611	54 606	55 601	56 596	57 585	58 522	59 459	60 396	61 332	62 269	63 206	64 143	65 080		
First Officer															
P-4 Gross	67 706	69 475	71 240	73 005	74 774	76 565	78 362	80 159	81 955	83 751	85 546	87 346	89 141	90 954	92 782
Net D	48 824	49 885	50 944	52 003	53 064	54 123	55 183	56 244	57 304	58 363	59 422	60 484	61 543	62 603	63 664
Net S	45 413	46 378	47 342	48 306	49 271	50 240	51 210	52 181	53 151	54 120	55 090	56 062	57 031	57 972	58 886
Second Officer															
P-3 Gross	54 837	56 463	58 097	59 727	61 361	62 993	64 624	66 279	67 938	69 599	71 258	72 917	74 576	76 256	77 945
Net D	40 997	41 993	42 989	43 983	44 980	45 975	46 971	47 967	48 963	49 959	50 955	51 950	52 946	53 941	54 938
Net S	38 291	39 197	40 104	41 009	41 915	42 821	43 727	44 633	45 539	46 446	47 352	48 258	49 164	50 073	50 985
Associate Officer															
P-2 Gross	43 754	45 131	46 543	47 957	49 369	50 783	52 197	53 609	55 026	56 485	57 943	59 405			
Net D	33 990	34 882	35 772	36 663	37 553	38 443	39 334	40 224	41 116	42 006	42 895	43 787			
Net S	31 914	32 730	33 539	34 349	35 158	35 969	36 779	37 588	38 399	39 209	40 018	40 830			
Assistant Officer															
P-1 Gross	32 951	34 212	35 492	36 809	38 125	39 440	40 760	42 075	43 391	44 708					
Net D	26 907	27 764	28 620	29 476	30 331	31 186	32 044	32 899	33 754	34 610					
Net S	25 412	26 208	26 997	27 781	28 564	29 347	30 132	30 915	31 698	32 481					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Annex II

SCHEDULE III

STAFF ASSESSMENT

Regulation 6.8 (a)

(i) The assessment shall be calculated at the following rates for staff whose salary rates are set forth in regulation 6.1 of the present regulations:

Assessment
(in percentages)

Total assessable payments (US dollars)	Staff assessment rates for purposes of pensionable remunerations and pensions
First $15,000 per year	4
Next $10,000 per year	20
Next $10,000 per year	25
Next $20,000 per year	29
Next $20,000 per year	32
Next $20,000 per year	35
Next $30,000 per year	37
Remaining assessable payments	39

Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments

Total assessable payments (US dollars)	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First $15,000 per year	9.0	12.4
Next $ 5,000 per year	21.0	26.9
Next $ 5,000 per year	25.0	30.3
Next $ 5,000 per year	29.0	34.6
Next $ 5,000 per year	32.0	36.9
Next $10,000 per year	35.0	40.5
Next $10,000 per year	37.0	42.8
Next $10,000 per year	39.0	44.5
Next $10,000 per year	40.0	45.4
Next $15,000 per year	41.0	46.0
Next $20,000 per year	42.0	50.0
Remaining assessable payments	43.0	52.5

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under regulation 6.5 (a) of the present regulations:

Total assessable payments (US dollars)	Assessment (per cent)
First $2,000 per year	15
Next $2,000 per year	18
Next $2,000 per year	20
Next $2,000 per year	21
Next $4,000 per year	22
Next $4,000 per year	23
Next $4,000 per year	24
Next $6,000 per year	25
Next $6,000 per year	25.5
Next $6,000 per year	26
Next $8,000 per year	26.5
Next $8,000 per year	27
Next $8,000 per year	27.5
Next $8,000 per year	28
Remaining assessable payments	29

(iii) The Director-General shall determine which of the scales of assessment set out in (i) and (ii) above shall apply to staff whose salary rates are established under regulation 6.4 or 6.6 of the present regulations.

Annex III

DEPENDENCY ALLOWANCES: FULL TEXT OF ANNEX I, PARAGRAPH A, TO THE UNIDO STAFF REGULATIONS

Regulation 6.9

A. Staff members whose salary rates are set forth in schedule I of the present regulations shall be entitled to receive dependency allowances as follows:

(i) At $US 1,400, [1,270] per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (i), regulation 6.8 (a), schedule III. When a dependent child is determined to be physically or mentally handicapped either permanently or for a period expected to be of a long duration, the allowance shall be $US 2,800 [2,540]. If the staff member has no dependent spouse and becomes entitled to the dependency rate of staff assessment by virtue of such a child, an allowance of $US 1,400 [1,270] shall be payable in respect of the child.

(ii) Where there is no dependent spouse, a single annual allowance of $US 500 [450] per year for either a dependent parent, a dependent brother or a dependent sister. The amount of either of these allowances payable in local currency shall not be less than the local currency equivalent of the dollar amount at the time it was established or last revised;

Annex IV

AMENDMENTS TO APPENDIX G TO THE STAFF RULES

Official travel

OLD	NEW
Standard of accommodation	Standard of accommodation
(d) Deputy Directors-General and, where applicable, their eligible family members shall be provided with accommodation in the class immediately below first class, irrespective of the duration of a particular flight.*	(d) Deleted. (Subsequent paragraphs have been renumbered).
(f) For all travel for which the least costly air-fare provision applies, economy class or air excursion fares shall be used, wherever available and applicable. Fares based on fixed reservation dates shall be excluded.*	(e) For all travel for which the least costly air-fare provision applies, economy class or air excursion fares shall be used, wherever available and applicable.
Special arrangements for home leave travel	Special arrangements for home leave travel
(s) As an alternative to the travel arrangements described in paragraphs (d) to (k) above, a staff member authorized to travel on home leave may request payment of an amount equivalent to 80 per cent of his or her entitlement, i.e. the air-fare as defined in paragraphs (d) to (k) above as well as excess baggage allowance and terminal expenses,as applicable. A staff member availing himself or herself of such arrangement shall be free to make his or her own travel arrangements, without restriction on the choice of travel agent or mode, route and standard of travel except travel by private car. The staff member may be required to submit proof that he or she as well as eligible family members spent a minimum of 14 days in the country of home leave in accordance with appendix F to the Staff Rules, paragraph (l). The 80 per cent cash payment may also be requested by staff members who elect to travel by car. However, in their case the amount paid shall be limited to the cost of transporting the staff member and the first eligible family member only, irrespective of the actual number of persons travelling in the car or the number of cars used. Alternatively, staff members may continue to claim mileage rate reimbursement and travel subsistence allowance as defined in paragraph (p) above. Staff members who elect to travel by car are not covered by the provisions of appendix D to the Staff Rules concerning compensation for travel-incurred illness, injury or death.	(r) As an alternative to the travel arrangements described in paragraphs (d) to (j) above, a staff member authorized to travel on home leave may request payment of an amount equivalent to 75 per cent of the cost of the full economy-class fare by the least costly regularly scheduled air carrier on the most direct and economical route between the duty station and the closest airport to the established place of home leave. For children entitled to reduced-fare tickets, the lump-sum amount will be equivalent to 75 per cent of the applicable reduced fare. A staff member availing himself or herself of such an arrangement shall be free to make his or her own travel arrangements, without restriction on the choice of travel agent or mode, route and standard of travel except travel by private car. This arrangement is deemed to cover all other entitlements relating to the specific travel, including surface travel in the country of destination. By selecting this option, staff members will agree to waive all other entitlements in respect of that travel contained in the Staff Rules and will not be entitled to any further amount for transportation, rest stopovers, terminal expenses, accompanied excess baggage and unaccompanied shipments or for other incidental expenses. Staff members will be covered by the provisions of appendix D to the Staff rules if the travel is via the most direct route to and from the duty station and the established place of home leave. The staff member may be required to submit proof that he or she as well as eligible family members spent a minimum of 14 days together in the country of home leave in accordance with appendix F to the Staff Rules, paragraph (l).

* Underlined sentences in paragraphs (d) and (f) above have been deleted.

OLD	NEW
	(s) The provisions of staff rules 108.07 and 208.08 on compensation for loss of or damage to personal effects will not apply if the staff member selects this arrangement.
	(t) The 75 per cent cash payment may also be requested by staff members who elect to travel by car. However, in their case the amount paid shall be limited to the cost of transporting the staff member and the first eligible family member only, irrespective of the actual number of persons travelling in the car or the number of cars used. Alternatively, staff members may continue to claim mileage rate reimbursement and travel subsistence allowance as defined in paragraphs (n) and (o) above. Staff members who elect to travel by car are not covered by the provisions of appendix D to the Staff Rules concerning compensation for travel-incurred illness, injury or death.

Annex V

COMPOSITION OF PROFESSIONAL STAFF

Table 1
Professional staff, by gender a/
(as of 30 April 1995)

Grade	Total no. of staff	Male	Female	Male (%)	Female (%)
D-2	6	4	2	67	33
D-1	24	24	0	100	0
P-5	88	74	14	84	16
P-4	117	92	25	79	21
P-3	53	33	20	62	38
P-2	24	8	16	33	67
Total	**312**	**235**	**77**		

Table 2
Professional staff, by List of Member States a/
(as of 30 April 1995)

List of States b/	Male	%	Female	%	Total
A and C	83	75.5	27	24.5	110
B	113	69.8	49	30.2	162
D	32	100.0	0	0.0	32
Others	7	87.5	1	12.5	8
Total	**235**	**75.3**	**77**	**24.7**	**312**

Table 3
Number of candidates on the Secretariat roster
(as of 30 April 1995)

List of States b/	Male	%	Female	%	Total
A and C	648	78.9	173	21.1	821
B	445	73.0	165	27.0	610
D	62	83.8	12	16.2	74
Others	40	78.4	11	21.6	51
Total	**1195**	**76.8**	**361**	**23.2**	**1556**

a/ In posts subject to geographical distribution.
b/ Refers to Lists of States included in Annex I to the Constitution (IDB.14/7).

Figure 1
Women in Professional posts a/
(Percentage)

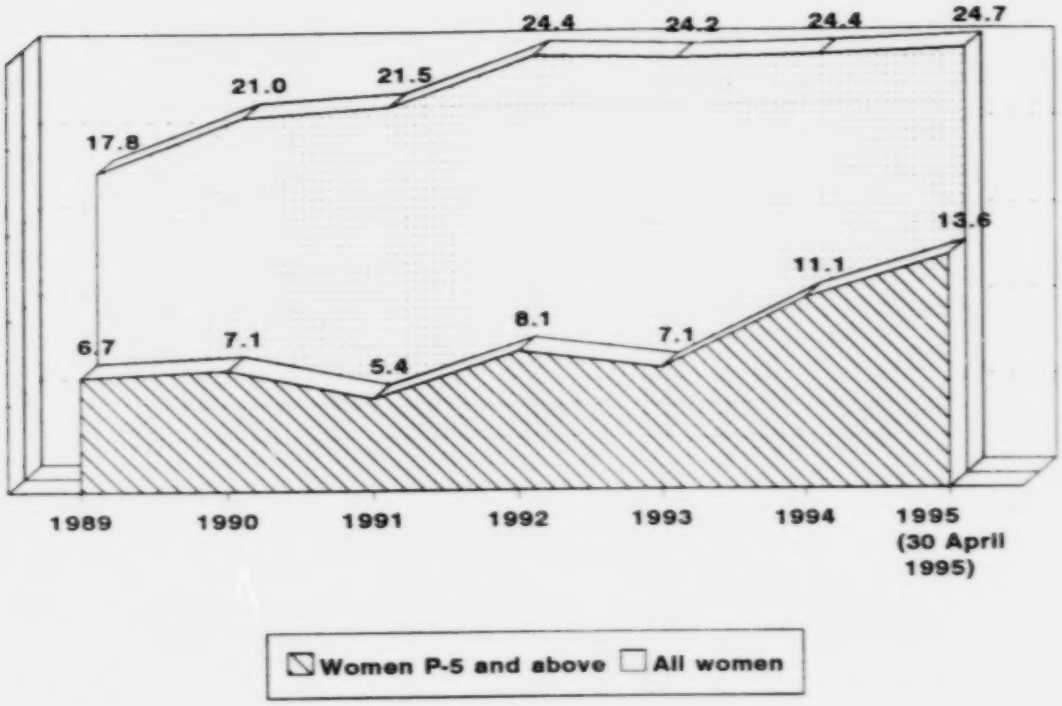
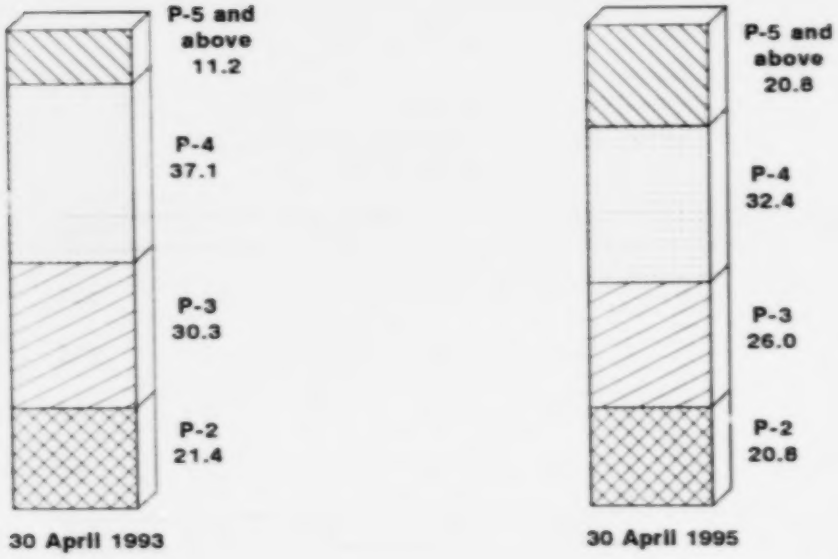


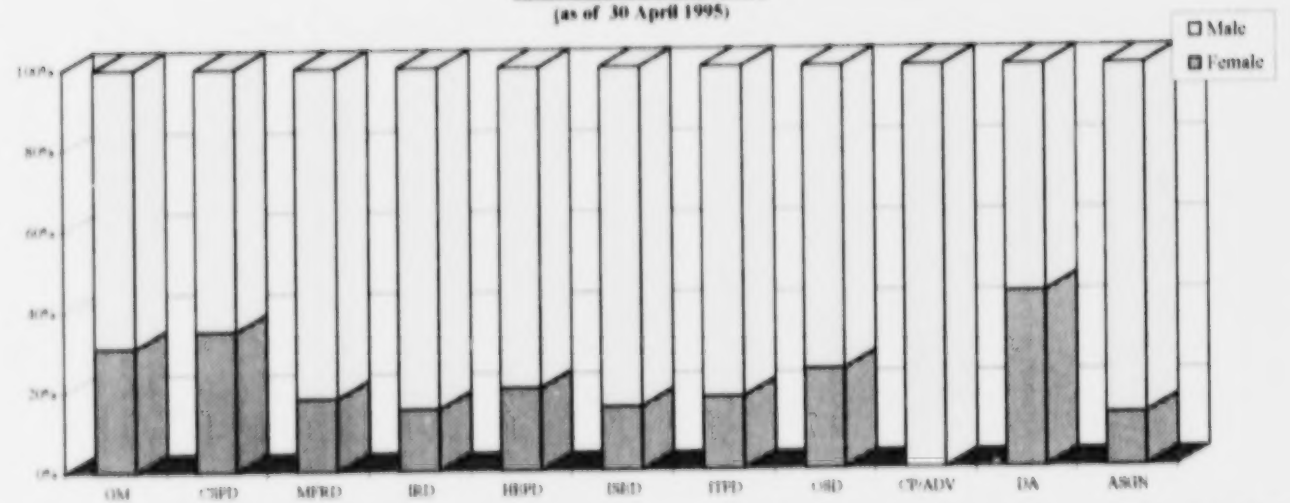
Figure 2
Distribution of women a/
(Percentage)



a/ in posts subject to geographical distribution.

Figure 3

Professional staff, by gender a/
(as of 30 April 1995)



	GM	CSPD	MFRD	IRD	HEPD	ISED	ITPD	OSD	CP/ADV	DA	ASGN	TOTAL
Female	9	14	4	4	7	7	8	4	0	18	2	77
Male	20	26	18	22	27	37	36	12	1	23	13	235
Total	29	40	22	26	34	44	44	16	1	41	15	312

Female %	31.0%	35.0%	18.2%	15.4%	20.6%	15.9%	18.2%	25.0%	0.0%	43.9%	13.3%	24.7%
Male %	69.0%	65.0%	81.8%	84.6%	79.4%	84.1%	81.8%	75.0%	100.0%	56.1%	86.7%	75.3%

a/ In posts subject to geographical distribution

Abbreviations:

GM	General Management
CSPD	Country Strategy and Programme Development Division
MFRD	Mobilization and Management of Financial Resources Division
IRD	Information and Research Division
HEPD	Human Resource, Enterprise and Private Sector Development Division
ISED	Industrial Sectors and Environment Division
ITPD	Investment and Technology Promotion Division
CP/ADV	Common Programmes - Interregional Advisers
OSD	Operational Support Division
DA	Division of Administration
ASGN	Staff on assignment

Annex VI

ACC STATEMENT ON THE STATUS OF WOMEN IN THE SECRETARIATS OF THE UNITED NATIONS SYSTEM

1. The members of ACC reaffirm their strong commitment to ensuring that the advancement of women is a policy priority within the organizations of the common system and to taking necessary measures to improve the status of women in their respective secretariats. Key to the achievement of gender equality goals is management commitment at the highest levels.

2. ACC is conscious that progress to date has, with some exceptions, been limited. While the overall proportion of women has increased in most organizations, the number of women in senior and policy-making positions remains low. A concerted effort needs to be made to implement existing policies fully, as well as to develop new initiatives to increase the participation of women at senior levels.

3. In the development of action plans, in the context of the overall human resources management strategies of the organizations of the system, emphasis will be placed on clear, specific, short-term targets, preferably at the level of organizational units. Efforts will be made to increase the flexibility with which the system deals with women candidates, to remove obstacles to their recruitment, retention, promotion and mobility, and to create a supportive environment. In addition to developing specific policies and monitoring mechanisms, Executive Heads intend to hold senior managers accountable for the implementation of these policies at the level at which the targets are set.

4. In light of the above, consideration will be given by members of ACC to the following to facilitate recruitment of women:

(i) The feasibility of treating all women staff members of common system organizations as internal candidates in applying for vacant posts in any organization of the system;

(ii) Requesting organizations to utilize their field presences to prospect for women candidates in all disciplines;

(iii) In cases where Member States are to submit candidatures, urging Governments to submit at least one or more qualified female candidates for each position.

5. In order to encourage the mobility of women, consideration will be given to:

(i) Developing a system for inter-agency mobility of women staff to increase their experience;

(ii) Facilitation of spouse employment through amending the organizations' staff rules, where necessary;

(iii) Encouraging the further development of spouse employment opportunities which encompass not only the common system and other governmental and inter-governmental organizations, but also, to the extent possible, the non-governmental and multinational sectors, as well as introducing relevant provisions in host country agreements; and organizing efforts in each United Nations location to promote spouse employment, led in the field by Resident Coordinators and in each headquarters city by a lead agency.

6. With respect to the promotion of a supportive work environment and to the fostering of the necessary attitudinal changes, organizations will consider the introduction of measures which would lead to a climate conducive to the equal participation of men and women in the work of the organizations. Such measures would be related *inter alia* to the work/family issues currently under review, such as flexible working hours, part-time work, job-sharing schemes, child care and special leave arrangements.

7. In addition, those organizations which have not already done so are encouraged to introduce appropriate policies and procedures to combat sexual harassment.

8. While the focus of these measures remains the advancement of women at all levels, ACC is conscious that particular attention must be paid to increasing the number of women in senior managerial positions.